

# WITHYCOMBE PARISH COUNCIL

**Draft Minutes of the Withycombe Parish Council meeting held at the Memorial Hall on Monday 5<sup>th</sup> September 2016 at 7.00pm**

## **PRESENT**

Councillors: Emma Wright (Chairman), Chris Thomas, Stephen Crossman, Richard Barnham, Amanda Gardiner, Susan Gill, David Tilley.

In attendance: A Giles (Clerk)

Also present: Brenda Maitland-Walker (WSC), Christine Lawrence (SCC),

**For future reference attendees will be referred to in these, and subsequent, minutes by their initials viz:**

**Emma Wright (Chairman) EW, Chris Thomas CT, Stephen Crossman SC, Richard Barnham RB, Amanda Gardiner AJG, Susan Gill SG, David Tilley DT, Brenda Maitland-Walker (West Somerset District Council) BMW, Christine Lawrence (Somerset County Council) CL, Andy Giles (Clerk) AG.**

The Meeting was digitally recorded

## **THESE ARE DRAFT MINUTES AND HAVE YET TO BE APPROVED BY THE COUNCIL**

### **1712 TO RECEIVE APOLOGIES FOR ABSENCE**

None.

### **1713 DECLARATIONS OF MEMBERS' INTERESTS**

None.

### **1714 TO APPROVE THE MINUTES OF THE FOLLOWING MEETINGS:**

Parish Council Meeting and Public Open Session held on 23<sup>rd</sup> May 2016.

The minutes of the above meeting having been circulated prior to the meeting, were agreed as accurate and signed by the Chairman.

### **1715 MATTERS ARISING from the minutes**

1715.1 **Communication with parishioners (1700.6):** - The Clerk apologised for the fact that the banner advertising the Parish Council website, had not yet been purchased. He confirmed that action will be taken as soon as possible to locate and purchase an appropriate banner.

1715.2 **Parish Council – vacant seat (1701):** - The Clerk confirmed that Mr David Tilley had now been co-opted on to the Parish Council, this meant that all seven available seats were now filled.

1715.3 **Parish Paths Liaison Officer (PPLO) (1706):** - The Clerk reported that the position of PPLO was now advertised on the website. He also reported that he had contacted Somerset County Council Rights of Way Team to seek further advice. In the absence of a PPLO it was agreed that the Parish Council should ask people who use the footpaths on a regular basis, to report problems to the Clerk. The Clerk will then liaise with the appropriate authority in order to seek a resolution.

### **1716 PLANNING**

#### **Planning Applications Received**

17016.1 **Application 6/41/16/106** – Scout Cottage, West Street, Withycombe. Extension to the rear of the building. No adverse comments were expressed.

## Planning Applications Approved

1716.2.1 **Application 6/41/16/103** – Lower Rodhuish.

Installation of telecommunications pole and equipment.

The Clerk reported that consent had been granted to the above application, subject to compliance with certain specified planning conditions.

1716.2.2 Improvement and creation of tracks at Langridge Wood, Culverwell Wood and Croydon Wood.

The Clerk reported that consent had been granted to the above application, subject to compliance with certain specified planning conditions.

## 1717 **FINANCES**

1717.1 **Budget Monitoring Report:** The Clerk circulated a budget monitoring report for the period 1<sup>st</sup> April 2016 to 31<sup>st</sup> August 2016. The Clerk confirmed that the Council's finances were healthy with 'free funds' standing at £7,536 at 31<sup>st</sup> August 2016.

1717.2 **Bank Reconciliation Statement:** The bank reconciliation as at 31<sup>st</sup> August 2016 agreed with bank statements and was signed by the Chairman, as an accurate record.

Bank balances were:

➤ Account 95304622	£1,277.56
➤ Account 44356501	£16,497.10
Total	£17,774.66

1717.3 **The following payments were approved:**

1. A Giles (Clerk) salary / expenses (July 2016– Sept 2016)	£858.17
2. HMRC Tax due on above payment to Clerk	£137.19
3. Withycombe Memorial Hall (Active Living)	£260.00

1717.4 **Clerk's Salary and Expenses:** The Clerk advised that the amount shown above for salary and expenses included £7.84 back pay following a national pay award. This was approved.

1717.5 **Active Living Account:** The Clerk circulated a statement detailing transactions on the Active Living account. The balance being held by the Parish Council at 31<sup>st</sup> August 2016 amounted to £907.61. It was agreed that the statement be sent to Roger Hurst for his information.

## 1718 **FINAL ACCOUNTS / ANNUAL RETURN 2015/16**

The Clerk confirmed that the Annual Return which includes the Annual Governance Statement and the Final Accounts for the year ended 31<sup>st</sup> March 2016 had now been signed off by the external auditor. There were no queries or adverse comments.

## 1719 **PARISH FLOOD PLAN**

The Chairman asked for the Councillors views following the discussion that had taken place with Dr Teresa Bridgeman in the public open session that preceded this meeting. SC stated that he was not in favour of producing a detailed and lengthy plan document. However, SC felt that it may be beneficial to record the main areas where problems occur, together with important contact details etc., in order to inform the local community of the issues. It was agreed that information should be placed on the website, detailing the key people to contact in the event of a flood.

It was also agreed that Councillors would begin the process of identifying the main risk areas for flooding within the Parish; this would include seeking the views of local residents. The matter will be discussed further at the December meeting and a decision made on whether a formal flood plan would be produced and, if so, what format it would take. The Clerk was also instructed to contact the Somerset County Council to see if they were able to supply further information that might assist in the preparation of a flood plan.

## 1720 **HIGHWAYS**

The Clerk reported that he had contacted the Somerset County Council Highway Authority in order to get a progress report on the damaged culvert outside of Court Place Farm. He advised that the enquiry had been referred to Ken Marshal in the Structures Team but, to date, no response had been received. The Clerk advised that he would send the email referring the matter to Mr Marshal to CL and BMW.

## 1721 **RIGHTS OF WAY**

The Clerk reported that the Minehead and Burnham Motor Club would be holding a motor event on footpaths and bridleways within the Parish. The event would take place on the 10<sup>th</sup> September 2016; full details of the event had been circulated prior to the meeting and were also available on the website.

## 1722 **TITHOLES ORCHARD**

This matter had been raised in the public open session that preceded this meeting; details of those discussions are documented in the minutes of that meeting. The Clerk reported that he had contacted the Centenary Fields Association following the meeting held in May, in order to find out whether it would be possible to include the proposed Titholes Play Area within the scheme. The information received from the Centenary Fields Association had been circulated prior to the meeting. RB advised that the requirements of the scheme meant that it would not be possible to take any action at this stage. It was agreed that the matter be deferred until more information was available, regarding the likely date that the play area would be finished. It was noted that in order to meet the requirements of the scheme, the area would need to be completed before November 2018.

## 1723 **COUNTY COUNCILLOR and DISTRICT COUNCILLOR REPORTS**

1723.1 The Somerset County Councillor (CL) presented her report in the Public Open Session which preceded this meeting. There were no matters arising from the report that required further action by the Parish Council.

1723.2 The District Councillor (BMW) presented her report in the Public Open Session which preceded this meeting. There were no matters arising from the report that required further action by the Parish Council.

## 1724 **DATES OF FUTURE MEETINGS**

The Clerk reported that he had provisionally booked the Memorial Hall for meetings on the following dates: Monday 5<sup>th</sup> December 2016, Monday 6<sup>th</sup> March 2017, Monday 22<sup>nd</sup> May 2017, Monday 4<sup>th</sup> September 2017 and Monday 4<sup>th</sup> December 2017. He also advised that the Annual Parish Assembly had been provisionally booked for Wednesday 19<sup>th</sup> April 2017. These dates were unanimously agreed.

## 1725 **PARISH CLERK**

1725.1 The Clerk reported that the National Association of Local Councils had agreed the 2016 pay award for Clerks which came in to effect on the 1<sup>st</sup> April 2016. It was agreed that this award be implemented increasing the salary of the Clerk by £0.11 per hour.

1725.2 The Clerk advised that, with regret, he would be tendering his resignation. He advised that, due to a change in personal circumstances, he was no longer able to commit the amount of time needed to properly fulfil the duties of the post. The Clerk agreed to remain in post in order to assist with the process of appointing a replacement. It was agreed that the Chairman would liaise with the Clerk regarding the advertising of the post and the subsequent selection process.

**1726 RISK ASSESSMENTS**

The Clerk advised that risk assessments had not been carried out on Council owned assets since March 2015 and that it would be prudent to update them. The Chairman agreed to arrange for the risk assessments to be updated prior to the next meeting which will be held in December.

**1727 CORRESPONDENCE RECEIVED**

1727.1 The Clerk reported that the Parish Council had been invited to attend the Annual General Meeting of the Somerset Association of Local Councils which will be held on the 17<sup>th</sup> September 2016. The correspondence was noted.

1727.2 The Clerk advised that the National Association of Local Councils were conducting a survey regarding local housing issues. The Chairman agreed to complete the survey on behalf of the Council.

1727.3 The Clerk reported that the West Somerset Council Planning Authority would no longer be sending out paper copies of plans during the consultation process. In future all plans and associated documents will be made available via the Planning Authority's website. The correspondence was noted.

**1728 OTHER MATTERS**

The Chairman advised that there had recently been a break-in at a property in the village and a number of items were stolen. The matter had been reported to the police. It was agreed that the Clerk be instructed to place advice on the website reminding residents to ensure that their property was secure.

**1729 ITEMS FOR NEXT MEETING**

It was agreed that the following items will be included on the agenda for the next meeting which will be held in December.

- Parish Flood Plan
- Risk Assessments

The meeting closed at 8.45 pm.

Signed \_\_\_\_\_  
CHAIRMAN

Date \_\_\_\_\_